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: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D.C.
: Number 198

September 19, 1949

PMA PROCEDURE TRANSMITTAL

NEW RELEASES

434.2
9-7-49

CLEARANCE OF COMMODITY CREDIT CORPORATION AND SECTION 32 DOCUMENTS FOR PUBLICATION IN THE FEDERAL REGISTER:

Establishes the procedure for clearing documents for publication in the Federal Register concerning Commodity Credit Corporation and Section 32 programs.

DISTRIBUTION: (A-Washington) (B-Washington).

REVISIONS AND CHANGES

137.1
9-12-49

PERSONNEL CEILINGS: This Instruction has been revised to (1) place control of man-month ceilings in the Budget Division instead of the Personnel Division and (2) to change the number of copies required of allotments and suballotments, and the distribution thereof. Remove Instruction 137.1 dated 3/11/47 from the manual and insert the attached. DISTRIBUTION: A, B.

218.2
9-2-49
EXHIBIT A

PER DIEM IN LIEU OF ACTUAL EXPENSES: The attached EXHIBIT A, "Schedule of Maximum Per Diem Rates for Foreign Travel", was erroneously omitted from PT 197. This Exhibit should be inserted in the manual in order to complete Instruction PMA 218.2.

DISTRIBUTION: (A) (B-Field Only).

602.1
4-13-49

DOCKET PROCEDURE: Pages 13 and 14 revised to eliminate instructions on clearance of Federal Register material contained in PMA 434.2. Remove pages 13 and 14 dated 4-13-49 and insert attached revised pages.

DISTRIBUTION: (A) (B-Washington).

211.1
9-2-49

BASIC AUTHORITIES GOVERNING TRAVEL: Page 2, paragraph II B revised to provide that Assistant Administrators shall authorize the travel of heads of offices (except branch directors) under their respective direct jurisdiction. Remove pages 1 and 2 dated 9-2-49 from the manual and insert pages 1 and 2, corrected.

DISTRIBUTION: A, B.

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DISTRIBUTION: A, B

U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATIONCLEARANCE OF COMMODITY CREDIT CORPORATION AND SECTION 32 DOCUMENTS
FOR PUBLICATION IN THE FEDERAL REGISTER

I PURPOSE

The purpose of this Instruction is to establish the required clearance procedure for Federal Register documents on Commodity Credit Corporation (CCC) and Section 32 programs.

II AUTHORITY

The Administrative Procedure Act and the Federal Register Regulations require that certain types of information be published in the Federal Register for the guidance of the general public. A list of the different types of information and the procedures and responsibilities for their preparation is contained in PMA Instruction 434.1, "Publication of Certain PMA Documents in the Federal Register." Requirements for publication in the Federal Register of docket proposals for CCC and Section 32 are contained in PMA Instruction 602.1, "Docket Procedure." The Price Support and Foreign Supply Branch is responsible under PMA Instruction 600.1 for clearing instructions, such as proposed Federal Register publications, within PMA.

III CLEARANCE PROCEDURES

A Preparation - As soon as the initiating branch undertakes preparation of a proposed publication on a CCC or Section 32 program in accordance with the above instructions, it shall notify the Price Support and Foreign Supply Branch (Coordinating Staff). In the preparation of such publications, the initiating branch shall consult with the Price Support and Foreign Supply Branch regarding (1) the application of general or over-all CCC and PMA policies and practices to the publication, (2) the form of the publication, (3) the basic contents of the publication, and (4) the clearance required.

B Clearance Meetings - The PSFS Branch will determine whether a clearance meeting is necessary or whether the material is sufficiently brief or routine to make a meeting unnecessary. If a clearance meeting is required, the PSFS Branch shall arrange for it. The document to be discussed will be circulated in sufficient time in advance of the meeting to permit a thorough review, unless an emergency situation prevents it.

1 These meetings shall consist of representatives from the branch preparing the material, the Fiscal Branch, the Office of the Assistant Administrator for Management, the Office of the Assistant Administrator for Production, the Office of the Manager, CCC, and the Office of the Solicitor. The PSFS Branch is

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CLEARANCE OF COMMODITY CREDIT CORPORATION AND SECTION 32 DOCUMENTS
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(III B 1)

responsible for determining if the material should be cleared with any additional organizations and obtaining their representatives for the clearance meetings.

2 Representatives of PMA organizations attending clearance meetings shall be delegated authority by their respective organizations to make final approval of the documents at the clearance meetings or otherwise to approve a document in cases where no clearance meeting is held. One copy of each delegation of this authority will be furnished the PSFS Branch and one copy to the Dockets Unit, Administrative Services Division.

3 If a number of changes are made in the document at the original clearance meeting, a subsequent clearance meeting may be arranged, if necessary, at which the representatives shall approve the document for their respective organizations.

C Approvals - Following clearances, the initiating branch shall prepare the publication in final form and assemble it in a folder. Each publication should be accompanied by a memorandum indicating any determinations being made by the Manager of CCC under the authority of the approved docket.

1 Office of the Solicitor - The branch originating the material shall forward the document in final form to the Dockets Unit for submission to the Office of the Solicitor for formal clearance.

2 Production and Marketing Administration - The Dockets Unit shall forward the material, after it is approved by the Office of the Solicitor, to the PSFS Branch. This Branch will review the proposed publication to determine whether it is consistent with the provisions of the approved docket and CCC and PMA policy. The PSFS Branch will then send it, with its recommendation, to the Manager and the President of CCC, or Administrator, through the Dockets Unit, unless the initiating branch has requested the folder to be returned for direct transmittal.

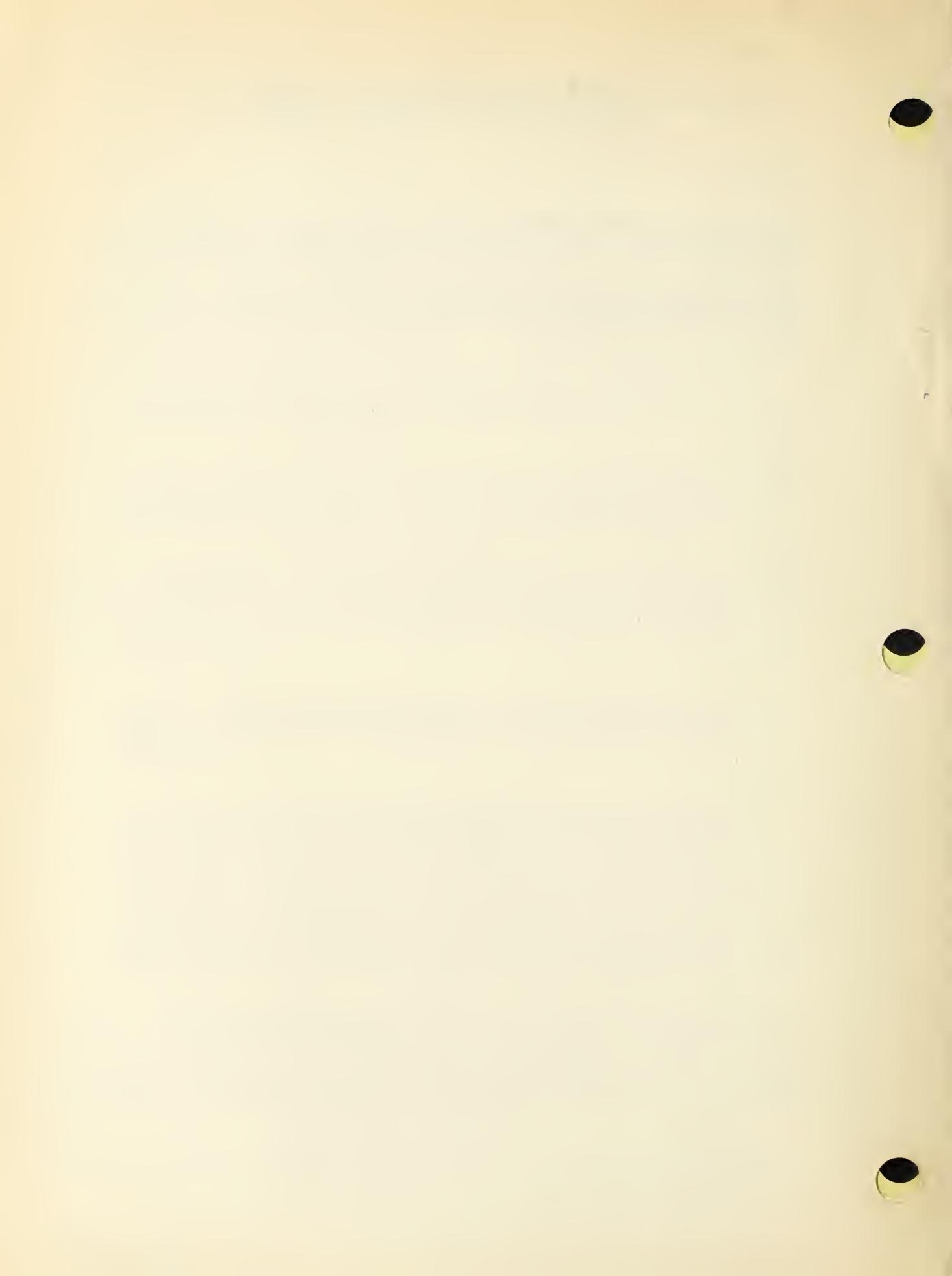
D No Clearance Meeting - If it is decided that no clearance meeting is necessary, the PSFS Branch will determine, in consultation with the originating branch, what clearances should be obtained. In some cases, such as an announcement of a termination date for a Section 32 program, no PMA clearance may be required. In this event, the document will follow clearance steps 1 and 2 above.

CLEARANCE OF COMMODITY CREDIT CORPORATION AND SECTION 32 DOCUMENTS
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(III D)

When clearance is necessary, a draft of the proposed document will be sent to the Office of the Solicitor and to persons in organizations designated in III B to whom authority to approve these documents has been delegated in accordance with the provisions of this procedure. Following this clearance, the document will be handled as provided in III C 1 and 2 above.

* * *



U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

PERSONNEL CEILINGS

I GENERAL

The Bureau of the Budget and the Department make quarterly determinations of the maximum number of employees required by Production and Marketing Administration (PMA). These determinations are based on requests submitted by PMA.

II PERSONNEL CEILINGS

Each branch and staff office is allotted a quarterly personnel ceiling which is limited by law and must not be exceeded at any time during the quarter.

A Personnel Included - (1) Those employees whose basic compensation is fixed in accordance with the Classification Act of 1923 as amended, by executive or administrative order, by State rates of pay, personal service contract rates, certain fee basis and per diem rates, or by special laws, and (2) wage board employees. Such employees must be classified in one of the following categories:

1 Permanent and Temporary Full-Time Employees - A full-time employee is one who is appointed to work regularly the minimum number of hours and days required by the official workweek for the group or class of employees in which he is employed. Example: Typists are required to work regularly 40 hours per week. Therefore, a typist appointed to work regularly 40 hours per week is a full-time employee. Similarly, certain kinds of inspectors are required to work regularly 12 hours per week which is the generally accepted tour of duty for that class of work. Such inspectors would be full-time employees.

a Employees with a "When actually employed" (W.A.E.) status who might because of circumstances work during any period the same number of hours required for full-time employees would still continue to be considered as part-time employees and chargeable to the ceiling in man-months. (See Section II A 3 below.)

2 Part-Time Employees, Either Permanent or Temporary - A part-time employee is one appointed to work regularly a fixed number of hours and days less than that required by the official workweek for the group or class of employees in which he is employed.

PERSONNEL CEILINGS

(II A 2)

Example: Typists are required to work regularly 40 hours per week. Therefore, a typist appointed to work regularly 20 hours per week is a part-time employee. Similarly, certain kinds of inspectors are required to work regularly 12 hours per week which is the generally accepted tour of duty for that class of work. Such an inspector appointed to work regularly 6 hours per week would be a part-time employee. Part-time employees are chargeable to the ceiling in man-months.

3 Employees with "When Actually Employed" (WAE) Status - Such employees are considered part-time employees, and are chargeable to part-time ceiling (man-months of part-time employment).

4 Cooperatively Controlled Agents - Agents employed under cooperative agreements which reserve to the State or other non-federal agency or organization any supervisory control either as to duties or as to salaries.

5 Detailed Employees - Employees detailed to other branches, staff offices, areas, or other Government agencies.

6 Persons Employed Under Letters of Authorization - Except those paid by an official who receives reimbursement through Standard Form 1012, "Voucher for Per Diem and/or SF-1012 Reimbursement of Expenses Incident to Official Travel."

B Personnel Excluded

1 Employees on military furlough.

2 Employees in nonpay status as follows:

a Employees expected to be in a nonpay status during the entire quarter are excluded by the preparing branch or staff office from Form AD-530, "Estimate of Quarterly AD-530 Personnel Requirements."

b Employees placed in a nonpay status for a scheduled period longer than 30 days are excluded from the charge to the ceiling allotment maintained by the appropriate personnel office at the beginning of the nonpay status.

3 Employees placed on annual or sick leave after the last day of active duty specified in a reduction in force notice.

PERSONNEL CEILINGS

(II B)

4 Employees detailed from other branches, staff offices, areas or other Government agencies.

5 Persons who are employed under contract, the cost of which is chargeable to "07, Other Contractual Services."

6 Persons employed under Letter of Authorization who are paid by an official who receives reimbursement through SF-1012.

7 Employees stationed in foreign countries whose compensation is not fixed in accordance with the Classification Act of 1923 as amended.

8 Without compensation (WOC) employees.

9 Casual workers - those employees hired informally "on the spot" without appointment, for short intervals of time, to cope with fire, flood, and other emergencies.

10 Workers or trainees whose compensation is in the nature of an allowance.

III RESPONSIBILITY FOR ASSIGNMENT OF PERSONNEL CEILINGS

The Budget Division is responsible for reviewing requests for personnel ceilings or adjustments, and for the issuance of ceiling allotment to each branch and staff office. The Assistant Administrator for Management and the Chief of the Budget Division are authorized to approve personnel ceiling notices and adjustments for branches and staff offices. Branches and staff offices are responsible for issuance of ceiling suballocations for their respective Washington, area and other field offices.

IV PROCEDURE FOR OBTAINING APPROVED PERSONNEL CEILINGS

A Requests for Ceilings - Directors of branches and staff offices shall submit requests for personnel ceilings on AD-530. One request, by work projects, covering all the employment of each branch or staff office including field, except wage board employment, will be submitted. If a branch or staff office has any wage board employees, a separate request covering such employees will be prepared. (Wage board employees are employees whose basic compensation is fixed and adjusted from time to time in accordance with prevailing rates by officially authorized Department wage boards or other administrative authority.) "Present employment" will be reported on AD-530 as

PERSONNEL CEILINGS

(IV A)

follows: (1) Full-time employees as of the last day of the month preceding the month in which the request is due in the Budget Division and (2) man-months of part-time employment during the month preceding the month in which the request is due in the Budget Division.

B Justification of Requests - Requests for personnel ceilings must be accompanied by justification explaining, for full-time employment, the difference between the new ceiling requested and employment of the branch or staff office as of the last day of the previous month and, for part-time employment, the difference between the new ceiling requested and the estimated number of man-months of part-time employment that will be worked in the branch or staff office during the whole of the current quarter. Justifications must explain these differences in terms both of work projects and organizational divisions and subdivisions. All justifications must be explicit and must account for: (1) Any changes in functions, activities, and trends in workloads anticipated during the period; (2) a plan of accessions and/or separations of employees; and (3) the anticipated duration of the work in case of seasonal or peak workloads.

C Submission Dates - Form AD-530 with justifications will be submitted according to the following schedule:

<u>Request For</u>	<u>Period Covered</u>	<u>Due in Budget Div.</u>
1st Quarter	July 1 - Sept. 30	Mar. 20 preceding
2nd Quarter	Oct. 1 - Dec. 31	June 20 preceding
3rd Quarter	Jan. 1 - Mar. 31	Sept. 20 preceding
4th Quarter	Apr. 1 - June 30	Dec. 20 preceding

V ESTABLISHMENT AND ISSUANCE OF PERSONNEL CEILINGS

The Budget Division, on the basis of the quarterly estimates submitted by the branches and staff offices of AD-530, will submit a request for a total PMA personnel ceiling to the Department for consideration and inclusion in the Department's submission to the Bureau of the Budget. After a personnel ceiling has been established for PMA, the Budget Division will in turn establish a ceiling for each branch and staff office. Branches and staff offices will establish ceilings for their Washington, area, and other field offices not included within the area jurisdiction.

A Allotment of Personnel Ceilings - The Budget Division will allot a total full-time personnel ceiling on Form AD-546, "Notice of Personnel Ceiling Allotment," to each branch or AD-546

PERSONNEL CEILINGS

(V A)

staff office for the ensuing quarter. No man-months personnel ceiling for part-time employees will be issued. However, an informal allocation will be made for the information of each branch or staff office.

B Distribution of AD-546

1 Original and first copy to the branch or staff office concerned.

2 Retain second copy in Budget Division.

3 If no suballotment is required (see V C immediately following), a third copy is sent to the Washington PE Division.

C Suballotment of Personnel Ceilings by Branches and Staff Offices - If a branch or staff office has no counterpart in the field, no suballotment is required. Each branch or staff office with field employees will prepare suballotments for (1) departmental activities and (2) field activities by area or other approved field office units. These suballotments will indicate full-time ceilings only, for the quarter. Their total shall not exceed the ceiling established for the branch or staff office. Suballotments shall be prepared on Form AD-546 in an original and four copies, all to be forwarded to the Budget Division. After determining that the suballotments are within the overall ceiling allotted to the Branch, the Budget Division will stamp all copies "Approved" and make the following distribution:

1 Original and first copy to the Washington Branch or Staff Office.

2 Second copy retained in the Budget Division.

3 Third copy to the office having control responsibility as indicated in Paragraph VII B.

VI WHEN CEILING ALLOTMENT IS LESS THAN EMPLOYMENT

When the ceiling allotted to a branch or staff office is less than current employment, it is mandatory that the director of the branch or staff office take immediate steps to reduce personnel to the allotted ceiling. Since it is PMA policy to give 30 days' notice to employees being furloughed or separated because of reduction in force, it is necessary that directors of branches and staff offices plan such reduction sufficiently in advance so that the required notice may be given.

PERSONNEL CEILINGS

VII CEILING ENFORCEMENT RESPONSIBILITY

A Branches and Staff Offices - It is the responsibility of each branch and staff office director to maintain employment in his branch or staff office within the personnel ceiling allotted.

B Personnel Offices - The Washington PE Division, the Area PE Divisions, and the PMA Commodity Offices which have delegated employment authority are responsible for maintaining control records on full-time employees to insure processing only those personnel actions which are within the ceiling established for a particular organization.

C Budget Division - The Budget Division is responsible for maintaining an appropriate control record of the man-months ceiling allocated to each organizational unit and shall take necessary steps to prevent the man-months worked from exceeding the ceiling.

VIII ADJUSTMENT OF CEILINGS DURING QUARTER

A Branch or Staff Office Revisions - During the quarter, branch or staff office overall ceilings may need revision as a result of changes in programs, the development of a serious backlog of work, or other circumstances. In such instances the directors of branches and staff offices shall submit a request for an increase or decrease in personnel ceiling. A complete justification must accompany a request for increase. Revised allotment advices will be handled and distributed in the same manner as in paragraph V B.

B Suballotment Revision - Revision of branch or staff office suballotments may become necessary during a quarter. In such cases, branches and staff offices will issue revised suballotment advices. Suballotment advices increasing ceilings of one or more area offices of a branch or staff office must be balanced by suballotment advices decreasing ceilings of one or more of the other area offices so that the total ceiling of the branch or staff office will not be exceeded. Revised suballotment advices will be handled and distributed in the same manner as in paragraph V C.

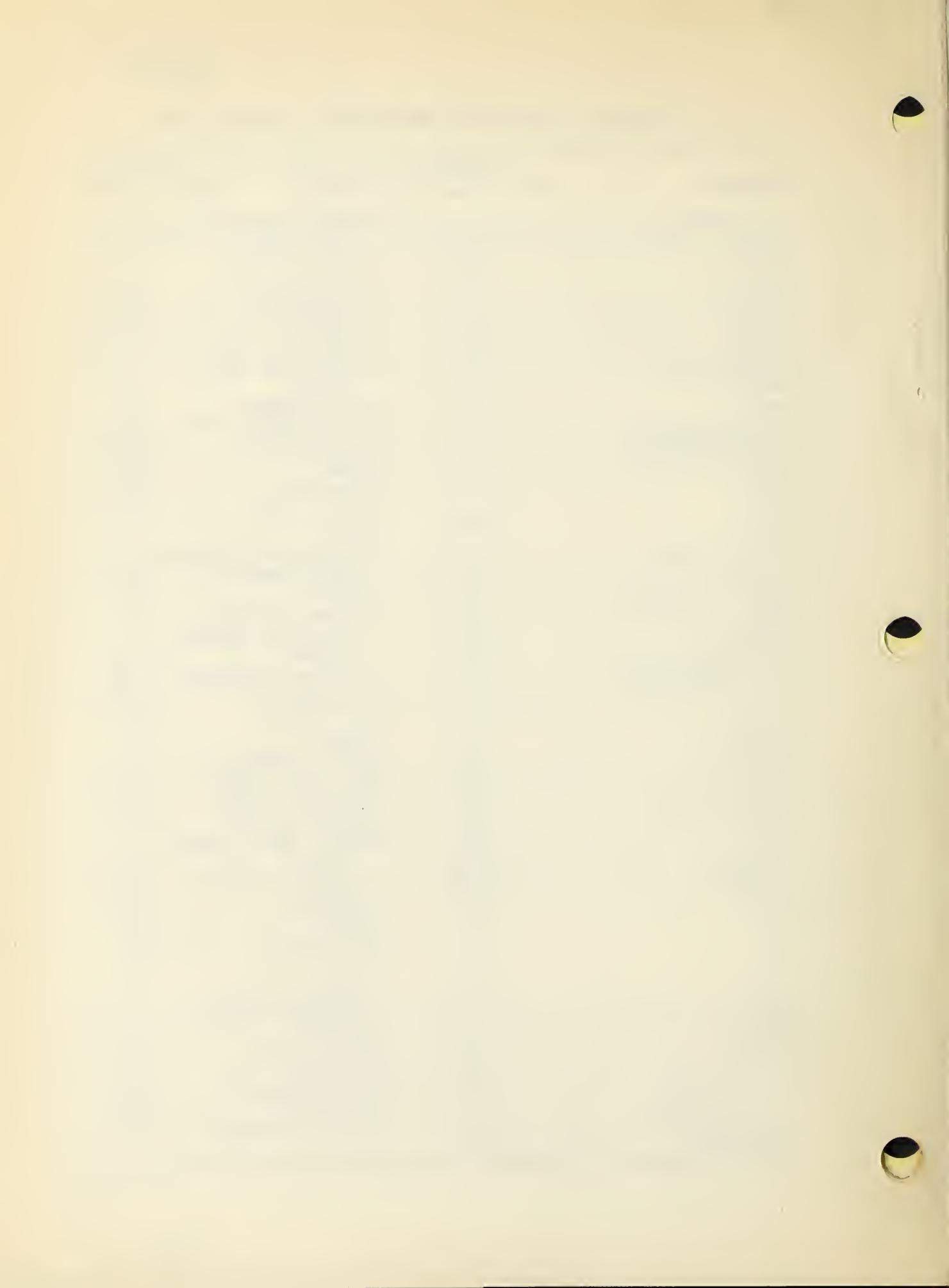
IX CERTIFICATION OF COMPLIANCE

It shall be the responsibility of the Washington PE Division to prepare the necessary ceiling compliance certificates required on Forms OP-20, "Report of Employment for Limitation Certification," OP-20 and OP-21, "Certification of Compliance with Personnel Limitations." The completed OP-20 and OP-21 shall be routed through and approved by the Budget Division and the Assistant Administrator for Management. The Assistant Administrator for Management shall forward the OP-20 and OP-21 to the Administrator who shall sign OP-21 and submit both forms to the Office of Personnel, Department of Agriculture.

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SCHEDULE OF MAXIMUM PER DIEM RATES FOR FOREIGN TRAVEL

<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>	<u>LOCALITY</u>	<u>MAXIMUM PER DIEM RATES</u>
Afghanistan	\$ 6.00	Manila, Republic	
Alaska	11.00	Philippines	\$ 16.00
Andorra	10.00	Mexico, except	
Australia	6.00	Mexico D. F.	6.00
Austria	6.00	Netherlands	10.00
Bahamas	12.00	Netherlands East	
Belgium	12.00	Indies	12.00
Belgian Congo	10.00	Netherlands West	
Bermuda	12.00	Indies	10.00
Brazil	10.00	New Caledonia	6.00
British Honduras	6.00	New Zealand	6.00
British Malaya	10.00	Norway	10.00
Bulgaria	10.00	Panama	10.00
Burma	10.00	Paraguay	6.00
Ceylon	10.00	Paris, France	10.00
Cyprus	10.00	Peru	6.00
Czechoslovakia	10.00	Philippines, Republic	
Denmark	10.00	except Manila	14.00
Dominican Republic	10.00	Poland	12.00
Egypt	10.00	Portugal, except	
Estonia	18.00	Azores and Madiera	
Fiji Islands	6.00	Islands	10.00
French Indo China	10.00	Azores and Madeira	6.00
French West Indies	6.00	Puerto Rico	11.00
Germany	6.00	Rome, Italy	10.00
Gibraltar	6.00	Rumania	12.00
Greece	10.00	Santos, Brazil	10.00
Greenland	6.00	Sao Paulo, Brazil	10.00
Havana, Cuba	12.00	Shanghai, China	10.00
Haiti	10.00	Society Islands	6.00
Hawaii	11.00	Spain, except Canary	
Hong Kong	10.00	Islands	10.00
Hungary	14.00	Canary Islands	6.00
Iceland	10.00	Surinam	6.00
India	10.00	Sweden	10.00
Iraq	10.00	Switzerland	10.00
Israel	15.00	Turkey	10.00
Japan	6.00	Union of Soviet	
Korea	6.00	Socialist Republics	18.00
Latvia	18.00	Uruguay	10.00
Liberia	10.00	Vatican City	10.00
Liechtenstein	10.00	Venezuela	18.00
Lithuania	18.00	Virgin Islands	11.00
London, England	10.00	Yugoslavia	14.00
Luxembourg	10.00	Other Localities	8.00
Madagascar	6.00	*	*



DOCKET PROCEDURE

(XII F)

Docket *C 157a requires the basic provisions of all CCC price support programs required for guidance of the public to be published in the Federal Register as soon as practicable after approval. Material appearing in the Federal Register is required to be signed on behalf of CCC by the Manager of CCC as the issuing officer and must be approved by the President as follows:

Issued this _____ day of _____, 194__.

Manager
Commodity Credit Corporation

Approved:

President
Commodity Credit Corporation

Federal Register publication is required on Section 32 proposals only when determined necessary by the Solicitor. Federal Register publication is not required on Section 6 proposals.

Federal Register publications shall be prepared in accordance with PMA Instruction 434.1. A specific format for each publication originating in PMA is not specified in this instruction because of the many different types of CCC program proposals. However, publications covering programs having similar terms and conditions shall be prepared in a uniform manner.

DOCKET PROCEDURE

(XII)

G Distribution of Approved Dockets - The Budget and Management Branch shall be responsible for reproducing and distributing copies of all dockets approved by the Board to persons on the official distribution list approved by the President.

Arrangements have been made to include the names of all officials or employees in PMA who require copies of dockets. Because of the confidential nature of these dockets, distribution has been restricted. A sufficient number of copies will be distributed to the initiating branch and additional copies will be supplied by the Secretary to the initiating branch at the request of the director of that branch. Other requests for copies of dockets by employees not on the list or for additional copies by persons on the list should be directed to the Assistant Secretary, CCC.

H Authority to Conduct Activities of CCC Under Approved Dockets - A specific delegation of authority authorizing the initiating branch to conduct a program approved by the Board shall be prepared only in accordance with PMA Instruction 601.2. The By-laws of CCC provide that "except as otherwise authorized by the Board, the activities of the Corporation shall be carried out through the facilities and personnel of PMA in accordance with any assignment of functions and responsibilities made by the Secretary of Agriculture or the Administrator of PMA and concurred in by the members of the Board." This means that authority to conduct CCC programs and activities automatically is placed in PMA (unless the Board has specified otherwise) and that delegations are required only under the special circumstances specified in 601.2.

XIII CONFIDENTIAL NATURE OF DOCKETS

A General - Docket *C 157a requires information contained in

U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

I PURPOSE

This Instruction outlines the basic policies governing travel by PMA employees, delegates authority to designated officials and prescribes the scope of authority under such delegations.

II DELEGATION OF AUTHORITY

A Officials Designated to Authorize and Approve Travel - The following PMA officials are hereby delegated authority to authorize and approve travel, transportation, and necessary incidental expenses of employees under, and within the area of, their respective administrative jurisdictions, in Washington and the field, subject to applicable laws, regulations and the specific limitations of this and other PMA Instructions:

- 1 Deputy Administrator
- 2 Assistant Administrators
- 3 Deputy Assistant Administrators
- 4 Branch Directors
- 5 Associate and Assistant Branch Directors
- 6 Area Budget and Management Officers
- 7 Directors, PMA Commodity Offices
- 8 Assistant Chief Auditors, Audit Branch
- 9 PMA State Chairmen (including, for all purposes of this Instruction, Directors of Hawaiian and Caribbean Areas and Officer in Charge, Aerial Photographic Laboratory.)
- 10 Executive Officers in the following State Offices: Arkansas, Connecticut, Georgia, Louisiana, Massachusetts, Mississippi, Oklahoma, Rhode Island, South Carolina, and Vermont.

B Authorization of Travel of Heads of Offices and Other Administrative Officials - All travel, transportation, and expenses incident thereto, of Assistant Administrators, Branch Directors and the heads of all PMA field offices shall be authorized or approved in accordance with applicable regulations and instructions by the following PMA officials:

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BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

(II B)

1 The Administrator Shall Authorize - the travel of Assistant Administrators, Branch Directors, Administrator's Fieldmen, and the heads of all offices under his direct jurisdiction.

2 Assistant Administrators Shall Authorize - the travel of the heads of all offices (except branch directors) under their respective direct jurisdictions.

3 Branch Directors Shall Authorize - the travel of the heads of all offices under their respective direct jurisdictions.

C Redelegation of Authority - The above officials are authorized to redelegate such authority to their subordinates, to the extent necessary for good administration, subject to specific limitations in this Instruction. Subordinates may not redelegate the authority delegated to them. All redelegations not published in PMA Instructions must be in writing and a copy filed with the appropriate administrative accounting office, except when redelegations are made in station Letters of Authorization.

III SCOPE OF AUTHORITY GRANTED IN ABOVE DELEGATIONS

A Types of Travel

1 Travel authorized under the above delegations is limited to:

a Points within the continental limits of the United States.

(1) Beyond the employee's designated official station.

(2) Use of privately-owned automobile wholly within the employee's official station.

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SEP 12 1950 ☆

LIMITATION (a). Where the official station is Washington, D. C., mileage payment for use of privately-owned automobiles wholly within Washington, D. C., shall be specifically authorized or approved only by the Administrator, Deputy Administrator, Assistant Administrator or branch director. This authority may not be redelegated.